

# Administration Committee

**2002-12-11 09:45:00.0**

(or immediately following the Executive Committee meeting, whichever occurs later)  
The Administration Committee considers matters relating to MTC administration, budget and agency contracts.

*This agenda was updated 2005-05-23 17:31:11.0. It is accurate to the best of our knowledge at that time.*

For assistance, please contact Kimberly Ward, [kward@mtc.ca.gov](mailto:kward@mtc.ca.gov), (510) 817-5967

This meeting will be [audiocast](#) on the MTC Web site during the meeting, and an [audio file](#) will be available for approximately one month after the meeting date.

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## Roll Call

1.

**Action:** Confirm Quorum

**Minutes - Meeting of November 13, 2002\***

2. **Action:** Committee Approval

- [1 A&O minutes November 02.doc](#)

**Monthly Financial Statements\***

3. **Presented by:** E. Sun

**Action:** Receipt

**Investment Report October 2002\***

**Presented by:** B. Mayhew

4. **Action:** Receipt

- [Investment Summary-October.xls](#)

- [MTC Investment report dec02- mayhew.doc](#)

*The following items are proposed contracts with various consulting firms and other vendors to provide MTC with goods and professional services to carry out the agency's work program.*

5. **Consent:**

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**Contract Amendment - Regional Rideshare Performance Audit: Nelson/Nygaard Consulting Services\***

a) **Presented by:** M. Ashby

- [NN rides audit M. Ashby.doc](#)

**Contract - Translation Services: International Effectiveness Centers\***

b) **Presented by:** C. Campbell

- [TranslationServices02-03\\_Campbell.doc](#)

**Funding Agreement - I-80/I-680/I-780 MIS/Corridor Study Segments 2-5: Solano Transportation Authority\***

c) **Presented by:** A. Nguyen

- [80-680-780\\_CorridorStudy\\_Nguyen.doc](#)

**6. Contracts:**

**Contract - Regional Freight Study: Cambridge Systems, Inc.\***

**Presented by:** D. Kimsey

a) **Action:** Committee Approval

- [Freightstudy\\_Cambridge\\_D. Kimsey.doc](#)

**Contract Amendment - Older Adults Transportation Study: Nelson/Nygaard\* Consulting Associates**

b) **Action:** Committee Approval

- [NelsonNygaardOATS\\_C. Soper.doc](#)

**MTC Resolution No. 3406; SAFE Resolution No. 41 - Draft Disadvantaged Business Enterprise Program Overall Goal and Goal-Setting Methodology - FY 2002-2003**

*Releases for review Draft DBE Overall Goals and Goal-Setting Methodology Reports.*

7. **Action:** Commission Approval

- [DBE FY02-03 Annual Goals - Draft Report \(attachment\).xls](#)

- [DBE FY 2002-03 Annual Goals Report.doc](#)

8. **FY 2001-2002 MTC Financial and Compliance Audit\***

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*Due to new financial reporting requirements, the audit will be presented to the full Commission for review.*

**Presented by:** B. Mayhew

**Action:** Information

- [FY 2002 Audit Mayhew.doc](#)

**Resolution No. 3445 FY 2002-03 Budget, Revised\***

*Amends the Agency budget to add funds for the Caltrans Transportation Planning Grant (TPG) Program.*

**9. Presented by:** S. MacKusick

**Action:** Commission Approval

- [03budamend2.mackusick.doc](#)

- [tmp-3445.doc](#)

**Business Meeting Expenses**

**10. Presented by:** S. Heminger

**Action:** Committee Approval

**11. Other Business/Public Comment**

**12. Next Meeting/Adjournment**

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### **Next meeting**

2003-01-08 09:30:00.0

Joseph P. Bort MetroCenter

Lawrence D. Dahms Auditorium

101 Eighth Street

Oakland, California

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\*Attachment sent to committee members, key staff and others as appropriate. Copies will be available at the meeting.

\*\*All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff are Subject to change by the Committee.

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\*\*\*The MTC chair and vice-chair are ex-officio voting members of all standing committees. A quorum of this committee shall be a majority of its regular non-ex-officio voting members (5)

+Non-Voting member.

Every member of the Commission who is not otherwise designated as a member of this committee is an ad hoc non-voting member. Although a quorum of the Commission may be in attendance at this meeting, the committee may take action only on those matters delegated to it. The committee may not take any action as the full Commission unless this meeting has been previously noticed as a Commission meeting.

The vote of an ex-officio member shall count to satisfy a committee quorum if there are not sufficient regular members of the Committee in attendance. In addition, an ad hoc non-voting committee member may be designated by the committee chairperson as a voting member for this particular committee meeting if an additional voting member is needed for a committee quorum.

Public Comment: The public is encouraged to comment on agenda items at committee meetings by completing a request-to-speak card (available from staff) and passing it to the committee secretary or chairperson. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Record of Meeting: MTC meetings are tape-recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at MTC offices by appointment.

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